



KALAMAZOO CHRISTIAN SCHOOLS

Undeniably Christian. Academically Excellent.

Development Director Job Description

FLSA Status: Full-time, salaried exempt

Location: Kalamazoo Christian Schools - Association Office

Reports to: Lead Administrator

Position Summary: The Development Director generates financial resources for the current and future operations of the Kalamazoo Christian School Association (KCSA) and promotes the mission and vision of KCSA throughout the various constituencies of the institution.

Responsibilities and Duties

Leadership and Planning

- Prepares and disseminates reports on development activities monthly in writing.
- Provides leadership to all institutional fund-raising and related activities.
- Works cooperatively with the Lead Administrator, the development staff, board members, and other key volunteers to plan and implement strategies for the identification, cultivation, solicitation, and recognition of donors, with an emphasis on major gifts.
- Assists in the development and execution of alumni engagement strategies to promote involvement and eventual support of their alma mater.
- Serves as an *ex officio* member of the Foundation Board and as needed on the Finance Committee, KCSA School Board, and Athletic Boosters.
- Oversees the Development Committee composed of Alumni Director, Development Assistant, Communications Specialist, Lead Administrator, and key volunteers.

Fundraising

- Personally cultivates and maintains institutional relationships with 50-60 major donors and/or prospects.
- Coordinates the Lead Administrator's personal cultivation and management of institutional relationships with 15-20 major donors and prospects.
- Responsible for all aspects of the institutional development fund-raising program.
- Oversees the Association's major gifts program.

Public Relations

- Maintains community visibility for the institution through selective participation in community organizations and events including but not limited to: Kalamazoo Community Foundation, Barnabas Foundation, etc.
- Maintains a visible presence in the school community by attending major school events in order to engage prospective and current donors including but not limited to: Grandparents Day, Auction, Think Big, Graduation, Major Sporting Events, Alumni Events, Homecoming, Concerts, Plays, Musicals, etc.

Operations

- Develops and proposes an annual budget for development activities and staff to the Lead Administrator.
- Monitors development expenditures and income throughout the year.
- Responsible for maintenance, accuracy, and confidentiality of constituent records, including personal and financial information.

Personnel

- Supervises and evaluates all members of the Development staff.

Miscellaneous

- Other duties as assigned by the Lead Administrator.

Qualifications:

- Ability to clearly articulate a vision for Christian education and agreement with the Kalamazoo Christian School Association mission statement.
- A bachelor's degree is required.
- Master's degree and/or a minimum of three to five years experience in fundraising, development, annual giving and/or sales is preferred.
- Experience in marketing, public relations, and communications is desired.
- Excellent written and verbal communication skills, initiative, ability to recruit and work with volunteers, leadership ability, and belief in a team approach to mission-driven goals.
- Ability to prioritize and manage a wide variety of tasks in a dynamic setting.
- Ability to procure and increase gifts from alumni and donors.

Applicants must apply on our website:

www.kcsa.org/employment

Position will be open until filled.